



Proposal Writer/Inside Sales Representative (ISR)

Job Title: Proposal Writer/Inside Sales Representative (ISR)

Department: Sales

Compensation: \$52,500

Department Supervisor: Executive Director of Sales

Status: FT Salaried Exempt

About us

- We are a well-established and highly respected company in the Employee Assistance Program and Wellbeing industry.
- We believe success is fun (by our leader and CEO) – and as such, we have been known to travel to far away islands, blast Journey music at our parties (and staff meetings) and have extra insurance to cover nerf guns. We are serious about working, but we sometimes get serious about cornhole tournaments (very serious).
- Oh, by the way, we believe our benefits are like no other – how does 4 weeks of PTO sound to you?

Summary of Role:

- As a member of the sales department, the Proposal Writer/Inside Sales Representative (ISR) will be responsible for generating high-quality captivating content relating to eni's current product and service offerings. The content generated will be used for the purpose of proposals, press releases, editorial articles, case studies, social media, and blog posts.
- Research new sales prospects
- When time permits, make cold calls and send emails to schedule demos for Business Development Executives

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Mileage reimbursement
- Paid time off – starting with up to 4 weeks
- Tuition reimbursement
- Vision insurance

General Corporate Responsibilities:

As a member of the **eni** Team, the Proposal Writer/Inside Sales Representative (ISR) will be responsible for embracing **eni**'s corporate core values, as well as performance expectations consistent with corporate vision and strategic goals:

- Deliver “WOW” through Extreme Customer Service
- Practice Excellence in Process
- Contribute to a Positive, Fun Environment
- Expand your Knowledge Base
- Be Flexible and Innovative

Specific Job Expectations and Responsibilities:

- Manage the proposal process, including developing and maintaining a repository of generic responses to common RFP questions, and establishing and managing a proposal database
- Conduct market research and monitor relevant news channels to determine the scope and direction of the industry and competitive landscape.
- Identify and re-work existing pre-written content as appropriate
- Monitor submitted proposals, tracking both successful and unsuccessful ones
- Analyze customer research, current market conditions, and competitor information
- Presentation and proposal preparation.
- Research and implement trends in proposal writing
- Proofreading and editing content for clarity and consistency
- Tradeshow planning and event coordination.
- Develop content that is engaging, relevant and informative to our respective target audiences.
- Collaborate with **eni** team members to establish creative concepts and copy.
- Undertake administrative tasks, ensuring that the rest of the staff has adequate support to work efficiently and effectively.
- Nurture and support a positive attitude.
- Leads / serves on project teams as requested.
- Process ownership / verification / reporting as required.
- Other duties as assigned.

General Working Conditions/Requirements:

- Some Physical Activity – reaching, keyboarding, grasping, talking, walking, hearing
- Physical Requirements – sedentary, cubicle environment
- Visual Acuity – clerical, administrative
- Tools – office equipment, headset, PC equipment, software

Credentials/Preferred Experience:

- Bachelor's degree in Communications, English, Creative and/or Technical Writing preferred
- 3+ years' experience writing business/sales proposals
- Prior marketing and/or sales experience preferred
- Experience using RFP development tools preferred
- Proven experience in writing and producing high-quality content.
- Ability to manage and adhere to deadlines.
- A visionary in crafting targeted content that is relevant and informational to **eni's** target demographic.
- A commitment to solving problems and providing solutions.
- Ability to build and leverage strong collaborative relationships with staff members at all levels and external stakeholders.
- Ability to think analytically, to multitask, and to perform high-quality work in a fast-paced environment.
- Proficient in Microsoft Office Suite.
- Working knowledge of Salesforce.